



**21 March 1997**

**Civilian Personnel**

**STAFFING CIVILIAN POSITIONS**

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OPR: 10 MSS/DPCO (Debbie Huber)  
Supersedes AFR 40-335/USAFA Sup 1,  
3 May 1991.

Certified by: 10 MSS/DPC (Mr. Cox)  
Pages: 3  
Distribution: F

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AFMAN 36-203, 1 February 1996, is supplemented as follows:

2.5. This supplement prescribes procedures to be followed on promotion and internal placement actions involving appropriated fund competitive and excepted service career and career-conditional employees. It does not apply to positions within the local appropriated fund bargaining unit as defined in the Memorandum of Agreement between the Superintendent, USAF Academy, Colorado, and Local 1867, American Federation of Government Employees, AFL-CIO.

2.6. The same basic principles of competition and the Promotion and Placement Referral System (PPRS) processing mode are used for filling positions in the excepted service.

2.7.1. This supplement, along with Air Force policies and procedures in the basic directive, is the promotion plan for serviced activities.

2.8.3. If the selected candidate is an Air Force Academy employee, the gaining supervisor will contact the losing supervisor to establish the release date. If the selected candidate is not an Academy employee, the personnel specialist will negotiate the release date with the losing Civilian Personnel Office. The effective date of the official personnel action implementing the promotion or reassignment will be established by the Civilian Personnel Flight. Pay will be established in accordance with prescribed directives. Effective dates will normally be made on the start of a pay period. Exceptions may be made for special circumstances.

2.11. Details to the same or lower grade may be made noncompetitively in 120-day increments, not to exceed one year.

2.12.2. Prior to taking final action to officially establish a position at a higher grade, the method by which the incumbent is to be placed will be decided upon.

2.13.6. If two or more qualified employees in the same priority are eligible for the same position, all will be referred for consideration.

2.15. The manager, with advice and approval from the Civilian Personnel Office, will determine area of consideration. The minimum area of consideration is established as the USAF Academy except for (1) temporary promotions which may be restricted to major organizations, and (2) occupied positions

upgraded due to the addition of duties and responsibilities which may be limited to the major organization when competition is required. Areas of consideration are established and adjusted, to give management an adequate number of qualified candidates.

2.25. Names of candidates on promotion certificates will be listed alphabetically.

2.25.3. (Added) Reassignment and change-to-lower grade candidates are certified as follows:

2.25.3.1. Eligibles who have submitted a request for reassignment and/or change to lower grade will compete in separate groups from promotion eligibles when a position is being filled at the target grade. Three separate groups of normally up to 10 each (up to 15 for ties) may be referred provided they are as well qualified as the lowest ranking promotion eligible referred. The supervisor may consider any one or more groups, but if one eligible in a group is considered, all eligible in that same group must be considered.

2.25.3.2. When a position is filled at a grade below the target grade, all eligible below the target grade will compete as a single group whether the actual action taken as a result of the person selected be a promotion, reassignment, or change to lower grade. Eligibles at or above the target grade will be required to have submitted a request for reassignment or change to lower grade in order to be considered. Such candidates may be certified separately but using the same procedure as in preparing promotion certificates.

2.25.3.3. In some cases, it may be necessary to develop special procedures to accommodate unique situations. In these cases, the general concepts of the merit system, as well as the overall intent outlined in this supplement, will serve as guides for development of special procedures.

2.29.3.1. (Added) Although interviewing is not mandatory, it is encouraged. Selecting officials need not interview candidates interviewed within the previous 60 days for the same grade and type of work. If the selecting supervisor does not interview, all candidates referred must be notified that they were considered by the selecting supervisor. If one candidate is interviewed, all referred in the same category will be interviewed.

2.29.3.2. (Added) If candidates are absent and all interviews cannot be arranged and conducted, the supervisor may select without interviewing the absent candidates. However, the supervisor must provide full consideration to any absent candidate and document the reasons for not interviewing on the referral certificate.

2.29.3.3. (Added) If the eligible is located outside the commuting area, the supervisor may interview the candidate by telephone. If a personal interview is required, the cost must be borne by the organization.

2.29.3.4. (Added) The interview, used in conjunction with the job analysis/PEP development procedures, will ensure job related employee selection procedures are used as a basis for employment.

2.30. The Civilian Personnel Flight (10 MSS/DPC) will discontinue any promotion action at any stage in the process when it is determined by 10 MSS/DPC that the qualification requirements, area of consideration, promotion evaluation patterns, selection requests, skills codes, or the classification of the position, etc., are in error; or that the position must be filled by another staffing method including reduction-in-force placement, or other priority referral or placement. In those instances where the error impacts only on eligible candidate and the selection has been made and accepted as well as approved by the Civilian Personnel Office then 10 MSS/DPC may elect to provide the eligible impacted with priority referral to a future like position for which the eligible qualifies in lieu of discontinuing the current promotion action.

2.31. Final responsibility for ensuring accuracy and updating of the employee's record rests with the employee.

2.33.1. Fully qualified employees temporarily assigned to a higher graded position may be noncompetitively promoted for not less than 30 consecutive days or not more than 120 consecutive days.

2.36. After a selection has been made and accepted, those remaining candidates certified and considered will be informed by the selecting supervisor either orally or in writing of the final selection. This is done before returning the certificate to the Civilian Personnel Flight.

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